

# Reading Guide

for DOE Order 460.1, *Packaging and Transportation Safety*, Change 1, 10-26-95

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(This order replaces DOE O 5400.3, *Safety Requirements for the Packaging and Transportation of Hazardous Materials, Hazardous Substances, and Hazardous Wastes*)

## Objectives

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After studying this order, you should be able to:

- Identify its objective and application;
- Define key terms; and
- Distinguish between personnel responsibilities.

These objectives will be tested by your ability to pass a quiz with a score of 8 out of 10 or better.

In addition, you should be able to discuss the following topics with your supervisor:

- The objective and application of the order;
- The process by which DOE line management determines an appropriate level of coverage by a facility representative, including factors that may be considered to adjust the established level of coverage;
- What constitutes acceptable contractor work performance in regard to this order; and
- Methods by which noncompliance with the order is determined and communicated to the contractor and DOE management.

These objectives will be tested and approved by your supervisor.

## Time

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You will need roughly two hours to read the order, complete the reading guide, and take the quiz.

## Materials

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This reading guide, a copy of the order, a highlighter, and a pen.

## Certification

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Contact your training coordinator for a copy of the quiz pertaining to this order. Upon passing the quiz, complete the attached certificate for your file.

This reading guide was developed by the Oakland Operations Office, Training and Development Branch, in support of Technical Qualification Standards: Facility Representative, Competency 2.1.

For additional copies, contact Margaret Smeaton at 510-637-1840.

# Reading Guide

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As you read DOE Order 460.1, use the guide below to focus your thinking and to prepare for your discussion of this order with your supervisor. Taking the time to write your thoughts down will help you retain the information longer and make it more useful to you on the job. Be sure to write down questions as you read. Find a source—perhaps your supervisor—to answer them. You may also wish to highlight sections most pertinent to your job so that you can use the order as a job aid for future reference.

## Overview

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In your own words, state the:

- a. Objective of the order
  
- b. Applicability of the order

## Key Terms

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Make a list of key terms you wish to remember and their meanings.

## Responsibilities

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What are the key responsibilities of the Assistant Secretary for Environment, Safety and Health?

What are the key responsibilities of the Cognizant Secretarial Officers?

What are the key responsibilities of the Heads of DOE Operations and Field Offices?

Make a list of your personal responsibilities as detailed in this order.

What are the key responsibilities of the contractors?

What does this order say about what constitutes acceptable contractor work performance?

List any methods by which noncompliance is determined and communicated to the contractor and DOE management.

### Points of Interest

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Note items you wish to discuss with your supervisor or that you want to remember for future reference.

# Certificate of Completion

Please complete the certificate below. Provide a copy to your personnel office to include in your file and keep the original for your own reference.

*I hereby confirm that I took the quiz for DOE Order 460.1, Packaging and Transportation Safety and*

*( ) passed*

*( ) did not pass*

*with a score of 8 out of 10 or higher.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Accepted by Supervisor \_\_\_\_\_ Date \_\_\_\_\_

*I have discussed DOE Order 460.1, Packaging and Transportation Safety, with \_\_\_\_\_ and am confident that he/she has a working-level knowledge of the order.*

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_